



Texas Association of **Child Life** Professionals

2018 TACL P Conference Submission Guidelines:

- Presenters are limited to two abstract submissions, in total, per conference.
- TACL P uses a blind review process for the abstract reviews.
- Presenters and institutions must NOT be identified by name or description in the abstract, outline, or summary. Please do not use a specific program name that is attributed to your hospital (think of it like something that is ‘trademarked’ or ‘copyrighted’ to your program). You may use "this author" "this program", "this hospital", in your submission to avoid disclosing yourself, your institution, or your program.
- If you, your institution, or program is named, your abstract will not be reviewed.
- Each abstract must be written in narrative form, meaning in the third person.
- Presenters shall not sell or promote any particular product or service at any time during the presentation.
- If your abstract submission does not follow the current submission guidelines, your submission may be eliminated from the review process.
- Presentations are limited to 2 presenters.
- Presenters will choose either poster, one hour, or one and half hour type of presentation.

Submitting an Abstract

All abstracts are submitted through an online Google Forms document. You will need to be able to enter the information given below into the online form. While it is possible to type your submission directly into the form, it is recommended that you gather all of the information listed below in a text document and cut and paste into the form.

Primary Presenter

This information will not be shared with reviewers until after decisions are made

- Name
- Institution
- Email
- Phone

Presenter Biographical Information

This information will not be shared with reviewers until after decisions are made

For each presenter, include:

- Full name
- Academic and professional credentials
- Position title, affiliation
- Mailing address
- Telephone and fax numbers
- Email address
- Presenter's expertise which qualifies him/her to present this topic

Are you submitting a poster or presentation for consideration?

Domain (choose one)

- Assessment
- Ethics
- Intervention
- Professional Development

Designate the Task and number for your selected domain.

(For more information on Domain and Task, please visit the [Certification](#) page on the Association for Child Life Professionals website.)

Submission Requirements:

Title -required for consideration, should reflect the purpose of the presentation or poster

Abstract - should describe the work and content of the presentation or poster, should include all of the following:

1. Summary (maximum of 50 words)
2. Abstract (500-750 words)
 - a. Introduction
 - b. Description
 - c. Outcome
 - d. Relevance to child life practice
3. Outline of Presentation
 - a. Provide a comprehensive outline detailing the content of your presentation. Please include teaching methods/techniques that you plan to utilize.
4. References

Session Objectives (List minimum of 3)